

PUBLIC WORKS

SOLID WASTE MANAGEMENT SUMMARY

	2003-04				
	Operating Expense	Financing	Revenue Over/(Under)	Fixed Assets	Staffing
Operations	46,513,636	45,543,580	(970,056)	-	74.4
Site Closure/Maintenance	10,806,246	10,059,246	(747,000)	8,694,365	-
Site Enhancement/Expand	3,806,788	8,204,667	4,397,879	9,686,116	-
Groundwater Remediation	3,422,934	9,283,976	5,861,042	5,861,042	-
Environmental Mitigation	2,003,000	2,095,595	92,595	100,000	-
TOTAL	66,552,604	75,187,064	8,634,460	24,341,523	74.4

**BUDGET UNIT: SOLID WASTE MANAGEMENT OPERATIONS (EAA SWM)
RECYCLING PROGRAMS (EWE SWM)
FINANCIAL ASSURANCE (EAN SWM)
WASTE CHARACTERIZATION (EWC SWM)**

I. GENERAL PROGRAM STATEMENT

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the County. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. SWMD receives state and federal grant monies, county and private industry matching funds to be used to further the education and outreach for waste reduction, reuse and recycling programs. In addition, SWMD is funding a waste characterization study analyzing the unincorporated waste stream material type, source, and location.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Operating Expense	38,394,270	42,323,884	45,749,336	46,513,636
Total Financing Sources	40,154,555	43,827,202	50,957,947	45,543,580
Revenue Over (Under) Exp	1,760,285	1,503,318	5,208,611	(970,056)
Budgeted Staffing		62.3		74.4
Fixed Assets	17,512	223,965	356,935	-
<u>Workload Indicators</u>				
Total Tonnage	1,142,707	1,313,700	1,357,600	1,432,600
Active Facilities	14	14	14	14
Inactive Facilities	28	28	28	28

Estimated operating expenses for 2002-03 are approximately \$3.4 million greater than budget. This overage is primarily due to a new Environmental Insurance Policy that required SWMD to fund a one-time deductible account increase in the amount of \$1.9 million, as well as the Environmental Protection Agency adding perchlorate to the list of chemicals to be monitored in drinking water requiring SWMD to spend \$1.7 million for an investigation at the Mid-Valley Landfill. These extraordinary expenses were more than offset by increased revenues of \$6,893,827. This excess amount is primarily due to the anticipated transfer of approximately \$6.5 million of NORCAL settlement funds to SWMD. An item recommending approval of this allocation of funds will be presented to the Board of Supervisors for its consideration prior to June 30, 2003. In addition to these NORCAL settlement funds, SWMD revenues exceeded budget by approximately \$400,000 due to the estimated amount of waste received at County landfills and transfer stations being more than was originally projected.

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The Workload Indicator for total tonnage has been increased by 118,900 tons in 2003-04 to reflect the following: an additional 75,000 tons of Article 19 waste (in accordance with Article 19 of Contract No, 01-237), Burrtec can deliver between 250,000 and 300,000 tons/year of in-county solid waste that is not currently being conveyed into the County disposal system) and an additional 43,900 tons resulting from franchise service growth and increased populations.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in mid-year adjustments is an increase of 8.0 Equipment Operators to respond to the bark beetle infestation. SWMD is recommending a 4.1 increase in budgeted staffing. This increase is comprised of the following: 1.0 Recycling Specialist to assist with the Source Reduction and Recycling Element of AB 939 for the purpose of increasing the current 43% diversion credit up to the state mandated 50%, 1.0 Scale Operator to support existing staff with increased workload demands anticipated in 2003-04 at the various landfills and transfer stations, 1.0 Planner III to provide assistance for groundwater monitoring and landfill gas programs, as well as to assist SWMD with short term projects such as the bark beetle infestation and the perchlorate investigation, 1.0 Staff Analyst II to perform long range financial planning including exploring grant opportunities and seeking new markets to increase SWMD's revenue base, and 0.1 for additional overtime costs.

PROGRAM CHANGES

SWMD is proposing a television and computer monitor (CRT) collection program at the landfills and transfer stations for third party processing. This program is a proposed solution to the Department of Toxic Substance Control's ban on television and computer monitor disposal at Class III landfills. SWMD estimates the collection of approximately 7,200 televisions and computer monitors at a processing cost of \$20/unit for an annual expense of \$144,000. The CRT program costs are expected to be funded by redirecting \$72,000 from the Education and Outreach Committee funds and \$72,000 to be generated from a new \$10.00 fee recommended for approval with the adoption of the 2003-04 fee ordinance.

OTHER CHANGES

SWMD's 2003-04 budget contains the impact of changes in accordance with contractual agreements with the fifteen Waste Delivery Agreement (WDA) cities and Burrtec for Article 19 waste. For 2003-04, the WDA refuse fee will be increased by \$1.10/ton for inflationary costs, producing an additional \$600,000 in annual revenue for SWMD. The Article 19 waste refuse fee will be increased by \$0.61/ton for inflationary costs, producing an additional \$100,000 per year in revenue.

IV. VACANT POSITION IMPACT

The department has a total of 4.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>4.0</u>	Retain
Total Vacant	4.0	

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

SWMD is proposing a \$1.04/ton increase in the ordinary refuse fee from \$33.52/ton to \$34.56/ton to maintain parity with the WDA disposal fee. If approved, this adjustment would produce additional revenues in the amount of \$400,000 per year.

SWMD is also proposing a new fee for the collection of televisions and computer monitors (CRTs). The new fee is proposed at \$10.00 per unit and is expected to provide an additional \$72,000 to offset one-half of the \$20.00 per unit processing cost. As mentioned above, the remaining one-half of the processing cost will be from redirected Education and Outreach Committee funds.

GROUP: Economic Development/Public Services
 DEPARTMENT: Public Works - Solid Waste Operations & Recycling Pr
 FUND: EAA SWM, EWE SWM

FUNCTION: Health and Sanitation
 ACTIVITY: Sanitation

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	3,405,806	3,427,618	328,859	467,790	4,224,267
Services and Supplies	28,860,883	26,189,996	-	312,000	26,501,996
Central Computer	28,878	28,878	(8,213)	-	20,665
Other Charges	5,938,631	6,707,282	-	-	6,707,282
Transfers	1,015,138	184,000	-	-	184,000
Total Appropriations	39,249,336	36,537,774	320,646	779,790	37,638,210
Operating Transfers Out	6,500,000	5,786,110	-	-	5,786,110
Total Operating Expenses	45,749,336	42,323,884	320,646	779,790	43,424,320
<u>Revenue</u>					
Licenses & Permits	900,000	770,000	-	-	770,000
Taxes	7,164,436	6,890,500	-	-	6,890,500
Use of Money & Prop	251,046	162,000	-	-	162,000
State, Fed or Gov't Aid	83,007	-	-	779,790	779,790
Current Services	34,916,328	34,237,586	320,646	-	34,558,232
Other Revenue	7,406,212	1,767,116	-	-	1,767,116
Total Revenue	50,721,029	43,827,202	320,646	779,790	44,927,638
Operating Transfers In	236,918	-	-	-	-
Total Financing Sources	50,957,947	43,827,202	320,646	779,790	44,927,638
Revenue Over/(Under) Exp	5,208,611	1,503,318	-	-	1,503,318
Budgeted Staffing		62.3	-	8.0	70.3
<u>Fixed Asset Exp</u>					
Improvement to Land	-	15,000	-	-	15,000
Equipment	356,935	208,965	-	-	208,965
Total Fixed Asset Exp	356,935	223,965	-	-	223,965

GROUP: Economic Development/Public Services
DEPARTMENT: Public Works - Solid Waste Operations & Recycling Program
FUND: Enterprise EAA SWM, EWE SWM

FUNCTION: Health and Sanitation
ACTIVITY: Sanitation

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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	4,224,267	502,310	4,726,577	-	4,726,577	-	4,726,577
Services and Supplies	26,501,996	2,071,774	28,573,770	-	28,573,770	-	28,573,770
Central Computer	20,665	-	20,665	-	20,665	-	20,665
Other Charges	6,707,282	1,200,419	7,907,701	-	7,907,701	-	7,907,701
Transfers	184,000	100,923	284,923	-	284,923	-	284,923
Total Appropriations	37,638,210	3,875,426	41,513,636	-	41,513,636	-	41,513,636
Operating Transfers Out	5,786,110	(786,110)	5,000,000	-	5,000,000	-	5,000,000
Total Operating Exp	43,424,320	3,089,316	46,513,636	-	46,513,636	-	46,513,636
<u>Revenue</u>							
Licenses & Permits	770,000	130,000	900,000	-	900,000	-	900,000
Taxes	6,890,500	273,936	7,164,436	-	7,164,436	-	7,164,436
Use of Money & Prop	162,000	84,679	246,679	-	246,679	-	246,679
State, Fed or Gov't Aid	779,790	-	779,790	-	779,790	-	779,790
Current Services	34,558,232	1,756,129	36,314,361	-	36,314,361	-	36,314,361
Other Revenue	1,767,116	(1,756,802)	10,314	-	10,314	-	10,314
Total Revenue	44,927,638	487,942	45,415,580	-	45,415,580	-	45,415,580
Operating Transfers In	-	128,000	128,000	-	128,000	-	128,000
Total Financing Sources	44,927,638	615,942	45,543,580	-	45,543,580	-	45,543,580
Total Rev Over/(Under) Exp	1,503,318	(2,473,374)	(970,056)	-	(970,056)	-	(970,056)
Budgeted Staffing	70.3	4.1	74.4		74.4	-	74.4
<u>Fixed Asset Exp</u>							
Improvements to Land	15,000	(15,000)	-	-	-	-	-
Equipment	208,965	(208,965)	-	-	-	-	-
Total Fixed Asset Exp	223,965	(223,965)	-	-	-	-	-

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Base Year Adjustments

Salaries and Benefits	99,093	MOU.
	42,860	Retirement.
	<u>186,906</u>	Risk Management Workers' Comp.
	<u>328,859</u>	Increased for 3% COLA \$99,093, Workers Comp \$42,860 and Retirement contribution \$186,906.
Central Computer	<u>(8,213)</u>	
Total Operating Expense	<u>320,646</u>	
Total Revenue	<u>320,646</u>	Additional current services revenue to offset the above cost increases.
Revenue Over/(Under) Exp	<u>-</u>	

Mid-Year Adjustments

Salaries and Benefits	<u>467,790</u>	Addition of 4.0 Equipment Operator III's and 4.0 Equipment Operator II's in accordance with Board action on April 8, 2003 to respond to the bark beetle infestation.
Services and Supplies	<u>312,000</u>	Amount approved by the Board on April 8, 2003 for bin hauling services for wood waste and slash/debris removal in relation to the bark beetle infestation.
Total Operating Expense	<u>779,790</u>	
Revenue		
State, Fed or Gov't Aid	<u>779,790</u>	FEMA grant to fund the above bark beetle related costs.
Revenue Over/(Under) Exp	<u>-</u>	

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Recommended Program Funded Adjustments

Salaries and Benefits	267,310	Increased amount for the addition of 4.1 positions (1.0 Recycling Specialist, 1.0 Scale Operator, 1.0 Planner III, 1.0 Staff Analyst II, and 0.1 in overtime).
	157,500	Additional amount needed for step increases.
	77,500	Increase in reimbursements to other departments for direct salary charges.
	<u>502,310</u>	
Services and Supplies	1,078,060	Increased amount to Burrtec in 2003-04 for additional standard tonnage, excess tonnage, inflation, and incentive payment.
	735,552	Additional amount for design and management of capital projects for closed landfills and corrective actions.
	300,000	For Waste Characterization and Refuse Rate Study.
	150,000	Perchlorate investigation legal fees.
	50,000	Design of septic pond at the Landers Landfill.
	72,000	Increase for television and computer monitor disposition program at landfills and transfer stations.
	(81,810)	Reduction in special departmental expenses resulting in work now being done in-house.
	(150,000)	Less appropriations in 2003-04 due to office remodeling being completed in prior year.
	(82,028)	Reductions to a variety of other accounts.
	<u>2,071,774</u>	
Other Charges	1,200,419	Increase primarily due to the amount of additional Article 19 revenues that are being transferred to other SWMD funds for payment to WDA cities.
Transfers	<u>100,923</u>	Increased costs for ED/PSG charges, PWG payroll charges, and EHAP charges.
Total Appropriation	<u>3,875,426</u>	
Operating Transfers Out	(786,110)	Reduction mainly due to decreased operating transfers to other SWMD funds for capital project design work.
Total Operating Expenses	<u>3,089,316</u>	
Revenue		
Licenses & Permits	<u>130,000</u>	Increased franchise and permit fees based on additional tonnage and inflation.
Taxes	<u>273,936</u>	Increased interest and penalties on delinquent taxes.
Use of Money & Prop	<u>84,679</u>	Increased interest revenue based on greater cash balance.
Current Services	1,756,129	Increase based on additional anticipated tonnage (including Article 19 tonnage), and inflationary increases for contracts with WDA cities.
Other Revenue	(1,756,802)	Prior year revenues are not being rebudgeted in 2003-04.
Total Revenue	<u>487,942</u>	
Operating Transfers In	<u>128,000</u>	Increase in transfers from other SWMD Funds is anticipated in 2003-04.
Total Financing Sources	<u>1,439,548</u>	
Revenue Over/(Under) Exp	<u>(2,473,374)</u>	
Fixed Asset Exp		
Improvement to Land	(15,000)	Delete funding. No scale house improvements or weather stations budgeted.
Equipment	<u>(208,965)</u>	Delete funding. No equipment items budgeted.
Total Fixed Asset Exp	<u>(223,965)</u>	

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Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted In Recruitment - Retain	4.0	4.0	356,904	356,904	-
Total Vacant	4.0	4.0	356,904	356,904	-

Vacant Position Impact Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Revenue Over/(Under)
<u>Vacant Budgeted In Recruitment - Retain</u>					
Public Works Engineer II	74375	1.0	84,884	84,884	-
Public Works Engineer II	74378	1.0	83,230	83,230	-
Public Works Engineer IV	09117	1.0	119,145	119,145	-
Staff Analyst II	00006	1.0	69,645	69,645	-
Total in Recruitment Retain		4.0	356,904	356,904	-